

## **Job Description**

### **BOARD OF EDUCATION DENVILLE**

**TITLE:** WEBMASTER

**QUALIFICATIONS:**

- 1. Experience in computer technology, programming, networked electronic communication, or related field.**
- 2. Demonstrated technical knowledge of the software necessary to operate and maintain a website for an educational organization, with specific knowledge of the software used by the district.**
- 3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**
- 4. Strong communication and interpersonal skills.**

**REPORTS TO:** Superintendent and Manager of Technology

**SUPERVISES:** The district's website for interfacing with the public.

**JOB GOAL:** To administer the upkeep of the web site, making necessary updates, verifying ADA Compliance and ensuring that all links stay active in order to link the district to parents, students, and other electronic visitors.

#### **PERFORMANCE RESPONSIBILITIES:**

- 1. Adds timely information to the district's web site in order to provide information about the district to students, parents, other district residents and the news media. Participates in review of electronic communications with parents, staff, other agencies, and the community.**
- 2. Checks site for ADA Compliance issues and works with IT Manager to resolve issues.**
- 3. Maintains documents in the Friday Folders for all schools and community.**
- 4. Works with IT department on weekly newsletter.**
- 5. Troubleshoots and repairs broken links and other website technical issues. Ensures that the site is delivered to the viewer at sufficiently high speed and quality.**

- 6. Coordinates the preparation and timely electronic posting of all school district publications and news releases. Creates image links and ensures that content is current. Provides parents, students and district residents with electronic access to files and documents required by the NJ Department of Education.**
- 7. Uses the district web site to encourage community involvement in the schools.**
- 8. Edits web content, optimizes web navigation, enforces style consistency, and adds new information to benefit visitors. Communicates effectively orally and in written form. Exhibits excellent grammar, punctuation, spelling and proof-reading skills. Routinely demonstrates the ability to accomplish multiple priorities while adhering to deadlines.**
- 9. Works flexible hours and coordinates with IT Manager and staff to provide timely information on a regular basis and also in emergency situations.**
- 10. Performs other related duties as may be assigned.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** June 1, 2009, Revised June 26, 2023